



Regional Institute of English, South India

Inanabharathi Campus, Bangalore – 560 056

No. CW-5/RIE/PRINT/CORRESPONDENCE STUDY MATERIALS /TENDER/2010-11/ Dated:

TENDER NOTIFICATION

Tenders are invited under two cover system, from the Printers having their own sheet fed offset or web offset printing press within the State of Karnataka, for printing of correspondence study materials mentioned below in the office of Regional Institute of English (RIE) shown in paragraph 1.1 of the request for Proposal (RFP) appended to this notification.

Sl. No.	Description	Numbers
1	Printing of correspondence study materials	

The prescribed tender forms and the Request for Proposal (RFP) containing terms and conditions, and all other relevant details of tender may be obtained from the Director at the address given above or down loaded from the from the Institute's Website www.riesi.co.in. Such forms should be accompanied by a DD for **Rs. 500/-** (non refundable).

The bidder should satisfy all the terms and conditions laid down in the RFP in relation for printing of correspondence study materials and stationery for the year 2011-12.

The first sealed cover in respect of the technical bid should contain:

The pre-qualification bid should be in the format given in Annexure-1 of the RFP. The following documents should be enclosed in support of the claims:

- a. Proof of ownership of web/sheet fed offset printing machine and their location within the Bangalore or State of Karnataka.
- b. VAT registration certificates.
- c. PAN registration certificates under the Indian Income Tax Act, 1961.
- d. Proof of annual turnover for the past 3 financial years.
- e. Proof to show that bidder is in printing business in the past 5 years.
- f. Sample of the papers and the bidder will make use for printing the text pages and the cover pages, along with a sample of laminated cover page.
- g. Copies of atleast 3 titles printed by the bidder for other clients in past one year, having laminated covers and maplitho / cream wove text pages.
- h. List of clients for whom the bidder has printed books of atleast 3 titles with not less than 50,000 copies each.
- i. Copy of the title deed or the lease agreement in support of ownership and lease or rent of infrastructure facility i.e. building in which the press is housed and storage space.
- j. An affidavit that the bidder has not been blacklisted by any Government department / agreement undertaking / any other agencies.

EMD of **Rs.40,000/-** (Rupees forty thousand only) in the form of DD in favour of Director, RIESI, Bangalore payable in Bangalore (to be enclosed along with the technical / pre-qualification bid document)

The first sealed cover should be super scribed with the words "Technical / Pre-qualification bid" in the prescribed format appended to this RFP i.e. Annexure – 1.

The Second sealed cover should contain financial bid in the prescribed format appended to the RFP i.e. Annexure – 2 and should be super scribed with the words "**Financial bid for printing of correspondence study materials**" of the office of RIE".

1. The Technical / Pre-qualification bid with all the required details in the prescribed format (Annexure – 1) appended to the RFP.
2. Documents required in terms of the stipulations contained in clauses terms and condition of the RFP and proof in support of the claims therein.
3. PAN details under the Indian Income Tax Act, 1961.
4. Copies of audited Balance Sheets and IT returns that clearly show and confirm the figures.
5. Proof to show that the bidder has its own office in Bangalore and has been operating for last 5 years in the State of Karnataka.
6. Names and addresses of at least 3 organizations in Karnataka have been provided by the bidder during the past 2 years, particulars of the printing materials and stationery provided to be furnished.

The sealed covers containing technical / pre-qualification bid and the financial bid should be enclosed in another sealed cover super scribed with the words "**Tender for printing of correspondence study materials to the Office of RIE**" and should be addressed to the Director, Regional Institute of the English, South India, Jnanabharathi Campus, Bangalore – 560 056. The bids should be unconditional. Conditional bids will be summarily rejected. The financial bid covers of only those bidders who satisfy the technical / pre-qualification requirements upon evaluation of the pre-qualification bid will be opened.

The last date for submission of tender is **25.03.2011 at 2.00 p.m.** The sealed cover containing both the "Technical / Pre-qualification bid" and the "Financial bid" covers should be delivered to the RIESI, Bangalore. Tenders received **after 2.00 p.m. on 25.03.2011** will be rejected.

Pre-bid meeting will be held on **22.03.2011 at 2.30 p.m.**

The technical / pre-qualification bids will be opened on **25.03.2011 at 3.30 p.m.** in the presence of available bidders (no written intimation to this effect will be given to individual bidder). The successful bidder will be intimated about the date of opening of financial bid separately.

**Director
Regional Institute of English
Bangalore**

**Appendix to the Tender Notification No.CW-5/RIE/PRINT/CORRESPONDENCE STUDY MATERIALS
/TENDER/2010-11/**

Dated: _____

**OFFICE OF THE DIRECTOR
REGIONAL INSTITUTE OF ENGLISH, SOUTH INDIA
JNANABHARATI CAMPUS
BANGALORE – 560 056**

REQUEST FOR PROPOSAL (RFP)

FOR

“PRINTING OF CORRESPONDENCE STUDY MATERIALS”

**Office of the Director, Regional Institute of English, South India,
Jnanabharathi Campus, Bangalore – 560 056**

Phone No. 080-23218452, 23213243

Fax: 080 – 23211732

Email: elt@riesi.co.in

Website: www.riesi.co.in

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ABBREVIATION USED

RIE	:	Regional Institute of English
HQ	:	Head Quarters
BG	:	Bank Guarantee
TIN	:	Tax Payers Identification Number
TEC	:	Technical Evaluation Committee
PBG	:	Performance Bank Guarantee
EMD	:	Earnest Money Deposit

1. Disclaimer

The information contained in this tender document are subsequently provided to bidder(s) whether verbally or in documentary form by or on behalf of the Regional Institute of English (RIE), is provided to the bidder(s) on terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the bidder(s) with information to assist the formulation of their proposals. This tender document does not purport to contain all the information that each bidder may require. The tender document may not be appropriate for all persons, and it is not possible for RIE to consider the investment objectives, financial situations and particular needs of each bidder who reads or uses this tender document. Each bidder should conduct its own visit and analysis and should check accuracy, reliability and completeness of the information contained in this tender document and wherever necessary, obtain independent advice from appropriate sources. RIE makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.

RIE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information contained in this tender document.

2. SCOPE OF WORK

- 2.1 The scope of work required to be carried out by the bidder should cover and include the following: **Printing of correspondence study materials** to the Office of Regional Institute of English, South India, Jnanabharathi Campus, Bangalore – 560 056. The RIESI will furnish the texts, diagrams, pictures, the format and logo to the successful printers in the form of positives. Materials such as paper, ink etc required for the printing the materials will have to be procured by the successful bidders.

Table – 2

Sl. No.	Description
1	Printing of correspondence study materials

3. ELIGIBILITY CRITERIA OR PRE-QUALIFICATION FOR THE BIDDERS.

1. The bidder should have the experience of at least 5 years of printing books. The bidder should have, in the past one year printed at least Rs.1.50 lakhs books of one or more titles of not less than 100 pages each. Proof for the same should be furnished. In case of web offset printers, the bidders should have annual turnover of Rs.10.00 lakhs and in case of sheet fed offset printers Rs.5.00 lakhs during the last 3 financial years. Turnover of the bidder shall be certified by a chartered accountant. Turnover certificate shall be based on the audited accounts of the bidders or based on the returns filed with the Income tax authorities or the commercial tax authorities.

2. To be eligible to participate in the tender, the bidder should own the following minimum printing machineries and should have the infrastructure facilities :
 - a) Printing machineries :
 - b) Binding machine & equipment :
 - c) Minimum space :
3. The bidder blacklisted by any Government department or any other agency shall not be eligible for bidding. Every bidder would be required to submit affidavit that the bidder has never been blacklisted by any government or government undertaking / any other agency.
4. The bidder is under obligations to pay all the duties of the workers as per law and pay all legal charges, contributions to statutory authorities.
5. The bidder must have been following the labour laws. The bidder shall submit a certificate on his letter head duly signed with stamp that he is maintaining labour laws.

Technical specifications for the study materials

- A. Inner pages :
 1. Only Cream wove paper of 70 GSM or more shall be made use of for inner pages of the books.
 2. Paper for the textbooks shall be procured from A-grade paper mills.
 3. The minimum brightness of the paper shall be 80%.
- B. Binding or Cover
 1. Art paper of 220 GSM shall be made use for the covers of the books and shall be gloss laminated on the outside with at least 12 micron thickness BOPP.
 2. The size of the books, colour specifications and number of pages shall be as specified in columns 5, 6 and 7 respectively of the tables in Annexure A to this RFP.
 3. All books shall have perfect binding. No book shall be bound by centre pinning.
- C. Printing Quality :
 1. Printing shall be good, having uniform inking of sufficient colour.
 2. There shall be no aberration of colours, wherever colour printing is done. In other words colour registration shall be flawless.
 3. The texts shall be strong, legible and readable.
 4. The printed illustrations shall be clearly well defined.
 5. The prints shall be free from defects like offsetting, smudging, tilting, misregister, scumming, slur, ragged print etc..
The text must have balanced margin around each page with a minimum of 15mm.
- D. Book size :
 1. For A4 size print area to be 192.5Sq. cms and the trimmed book to be exactly (8.5 cm x 11 cm).
 2. For Crown ¼ size the print area to be 330 sq. cm. and the trimmed size to be (18.5 x 24.5) cm.

4. Terms and conditions about selection of least bidders, entrustment of work, procurement of materials, and execution of work.

- 4.1 The bidder who has qualified in the pre-qualification bid who has quoted the least rate for exacting a work package in the financial bid entitled to be assigned with that work.
- 4.2 The texts to be printed, the format, pictures and the design of the study materials to be printed will be provided by the RIESI, Bangalore to the successful bidder. The proprietary rights of the study materials will be with the RIESI, Bangalore. The RIESI, Bangalore will be the publisher of the Study Materials.
- 4.3 The successful bidder shall enter into an agreement with RIE within seven days of intimation of acceptance of this bid.
- 4.4 The entire work of the printing should be completed within one month from the date of issue of the work order to the successful bidder. The bidder will be responsible for the supplying the materials in the given time to the RIESI, Bangalore.
- 4.5 The successful bidder should commence the actual printing within 3-days of communication of acceptance of the quality of the paper.
- 4.6 The bidder should be a registered agency under the Labour Act or any state and proof of the same should be submitted along with the tender document.
- 4.7 The bidder should submit a service tax clearance certificate issued by the authority concerned covering the period up to the date of publication of the tender.
- 4.8 The bidder should submit proof of Permanent Account Number (PAN) assigned by the Income Tax Department.
- 4.9 RIE reserves the right to make minor changes in the scope of work specified in para 1 above by intimation to all bidders.
- 4.10 The successful bidder shall not sublet or assign or franchise the responsibility to any other agency either in whole or in part.
- 4.11 The successful bidder should be solely responsible for all acts of omission and commission occasioned by this personnel in carrying out the terms of the tender.
- 4.12 The tenderer should enclose all necessary documentary evidences in support of his qualification to the tender.
- 4.13 The decision of RIE in the evaluation of the technical / pre-qualification bids and financial bids shall be final.
- 4.14 The bids should be unconditional and conditional bids will be summarily rejected.
- 4.15 The successful bidder should enter into an agreement with RIE within 7 days of the receipt of the award of the contract based on the terms and conditions contained in this RFP document.
- 4.16 The bidder should comply with such directions as to RIE may issue from time to time for successful completion of the work as per the agreement entered into.

- 4.17 The RIE may terminate the agreement in the event of breach of any of the terms of the agreement or the tender by the bidder, with a prior notice of 10 days.
- 4.18 If, after the agreement has been entered into, it is proved that any of the information furnished by the bidder in the tender is false or that the bidder secured the contract through misrepresentation of facts in whatsoever manner, the agreement is liable to be terminated forthwith and security deposit (as in clause 2.13) shall be forfeited by the RIE. The decision of the RIE in this regard shall be final.
- 4.19 All the study materials are to be printed in black and white and no colour printing involved except cover pages and stationery materials.

5. RESOLUTION OF DISPUTES & NOTICES

- 5.1 The bidder and the RIE shall make every effort to resolve through amicable negotiations, any disagreement or dispute arising under or in connection with the agreement.
- 5.2 All arbitration proceedings shall be held at Bangalore.
- 5.3 Any notice to be given by one party to the other shall be sent by way of a letter or alternatively through telegram or fax and confirmed in writing.

6. SUBMISSION OF TENDERS

- 6.1 The bidder should enclose a demand draft for **Rs.40,000 (Rupees forty thousand only)** to the tender document as earnest money deposit (EMD), drawn on any scheduled bank favouring "The Director, RIESI, Bangalore", payable at Bangalore. The demand draft should be enclosed in the cover containing the technical /pre-qualification bid.
- 6.2 The EMD of the un-successful bidder will be returned only after finalization of the tender process.
- 6.3 RIE reserves the right to reject all or any of the tenders.
- 6.4 The formats for the technical / pre-qualification bid and financial bid shall be as shown in the Annexure-1 and Annexure – 2 to this RFP. Conditional tenders will not be accepted. Tenders received beyond the date and time specified in the tender notification will be summarily rejected.

7. EVALUATION OF THE BIDS

The tenders shall be evaluated by a Tender Evaluation Committee (TEC) constituted by the Director, RIESI, Bangalore by an order.

- i) Evaluation of pre-qualification bids:

For evaluation of the pre-qualification bids, RIE will take into account the following factors and based on such evaluation the technically qualified bidders will be short-listed.

- a) Compliance to terms and conditions stipulated in the RFP duly supported by certified documentary evidences called for therein.
- b) Submission of duly signed compliance statement.
- c) Review of written reply, if any, submitted by the bidder in response to any clarification sought by RIE.

ii) Evaluation of Financial Bids:

For the evaluation of the financial bids, RIE will take into account the following factors:

a) Status of compliance of terms and conditions of RFP

b) Submission of Financial Bid strictly in the format specified in Annexure – 2 of this RFP. Any change in the format specified or inclusion or addition of any extraneous conditions and suggestions in the financial bid or attaching any addendum or Annexure to the financial bid may result in rejection of the bid.

8. BID VALIDITY PERIOD

Bids (both pre-qualification as well as financial bid) should be valid for a period of 6 months from the last date fixed for submission of bids. Bids submitted with validity period less than 6 months will be treated as non-responsive and will be rejected.

9. DETERMINATION OF L1 BIDDER AND AWARDING OF CONTRACT:

i) On completion of evaluation process of financial bids and based on any other clarification submitted by the bidder in response to RIE's query, if any, the contract will be awarded to the bidder, who has quoted the lowest price, namely L1 bidder.

ii) As there will be no scope for negotiation on the price, the bidders in their own interest should quote the most competitive prices. RIE reserves the right to reject L1 bid if the same is found unreasonable or is not as per the technical requirement mentioned in this document and in such a case the next lowest bidder namely L2 will be considered. If for any reason, the work order issued to the L1 bidder does not get executed or the L1 bidder backs out, RIE is at liberty to consider the next lowest bidder namely L2. Consequently, the defaulting L1 bidder will be blacklisted and debarred from participating in any of the future tender processes of RIE for a period of 2 years from the date of work order, in addition to forfeiture of EMD.

10. CLARIFICATIONS

During evaluation of the bids (both pre-qualification and financial), RIE may, at discretion, seek clarification from the bidders on the bids or the bidders themselves may seek clarifications from RIE on certain issues contained in this RFP. The request for clarification and the response should be in writing and bidders should note that no change in the prices shall be sought, offered or permitted after submission of the bids.

11. ERRORS AND THEIR RECTIFICATION

Arithmetical errors will be rectified on the following basis:

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, if and where required, the obtained by multiplying the unit price shall be corrected accordingly. If the bidder does not accept correction of the errors, such bid will be rejected. If there is a discrepancy between figures mentioned in words and figures, the amount mentioned in words shall prevail.

12. CONTACTING RIE

Any effort by a bidder to influence RIE in its decisions on bid evaluation, bid comparison or contract award will result in the rejection of bid or such bidder.

13. RIE's RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

Notwithstanding anything contained in any of the clauses contained in this RFP, RIE reserves the right to accept or reject any or all the bids and to annul the whole bidding process at any time prior to awarding of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for the action by RIE.

14. NOTIFICATION OF AWARD OF CONTRACT

The notification of award of contract in the form of letter by RIE and acceptance thereof by the bidder with in a period of three days from the date of receipt will constitute the formation of the contract.

15. PENALTY FOR DELAYED EXECUTION OF WORK:

The bidder should strictly adhere to the implementation schedule, as specified in the Work Order for performance of the obligations arising out of contract and any delay thereof will enable RIESI, Bangalore to resort to any or both of the following:

- a) The bidder shall be liable to pay to RIESI Bangalore penalty at the rate of 10% of the bid value of the delayed portion of the work per week or part thereof of such delay for the first four weeks and at the rate of 20% per week thereafter.

16. PERFORMANCE BANK GUARANTEE

- i. The successful bidder should, at its own expense deposit with the RIE, within 10 working days from the date of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a nationalized bank payable on demand, for the due performance and fulfillment of the contract by the bidder.
- ii. The Performance Guarantee shall be denominated in the Indian Rupees and shall be by Bank Guarantee.
- iii. The Performance Bank Guarantee will be for an amount of 10% of the total cost. All charges whatsoever such as premium; commission etc. with respect to obtaining the Performance Bank Guarantee shall be borne by the bidder.
- iv. The Performance Bank Guarantee shall be till the expiry of warranty period from the date of awarding the contract.
- v. The Performance Bank Guarantee shall be discharged / returned by RIE upon being satisfied that there has been due performance of the obligations of the bidder under the contract, however, no interest shall be payable on the Performance Bank Guarantee.
- vi. In the event of the bidder being unable to service the contract for whatever reason, RIE shall revoke the PBG, RIE shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.
- vii. RIE shall also be entitled to make recoveries from the bills of the bidder, PBG or any other payment due, in case of any error/omission on bidder's part.

17. Terms of payment

- 17.1 The payment will be released after receipt of all materials and positives from the printer

DIRECTOR
RIESI, BANGALORE

ANNEXURE – 1

TECHNICAL / PRE-QUALIFICATION BID

From

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To

The Director
Regional Institute of English, South India
Jnanabharathi Campus
Bangalore – 560 056

Sir,

Sub : Submission of technical / pre-qualification bid for printing of correspondence study materials - proposal to the tender notification.

Ref : Tender notification No. CW-5/RIE/PRINTING OF CORRESPONDENCE STUDY MATERIAL/TENDER/2010-11/, dt. _____

In response to the above tender notification, having studied and understood all the terms and conditions of the said tender notification and the RFP thereof, in regard to printing of correspondence study materials. I/We submit the Technical / Pre-qualification bid as follows:

A. Machines and infrastructures:

Sl. No.	Particulars of printing machineries and infrastructure	Numbers/ Extent	Description & Specifications	Place of location
1	a) Sheet fed offset printing machines owned by the bidder b) Web offset printing machines owned by the bidder			
2	Perfect binding machines / Automatic perfect binding machines			
3	Automatic folding machine			
4	Cutting machines			
5	Three side trimmer			
6	Space occupied by the printing press			

B. Experience and past performance:

Sl. No.	Eligibility Criteria	Furnish particulars	Description of proof enclosed	Remarks if any
1	Years of experience in printing of books.			
2	Number of copies printed in the past one year			
3	Minimum annual average turnover during the last 3 financial years			

Sl. No.	Description of the documents	Produced / not produced		
1	Proof of ownership of the printing machines			
2	Proof of ownership or lease hold right of the land and building in which printing press and storage space are located – copies of the deeds to be produced.			
3	VAT registration certificate			
4	PAN registration certificate			
5	Proof of annual turnover for the past three financial years			
6	Proof to show that the bidder is in printing business in the past years.			
7	Sample of the papers to be made use of in the printing for the inner text pages and cover pages.			
8	Sample of laminated cover page			
9	Copies of at least three titles printed by the bidder in the past one year with laminated covers and maplitho text pages/Cream wove text pages			
10	List of clients for whom the bidder has printed books			
11	An affidavit that the bidder has not been blacklisted by any department of state / central government or by any other agency			
12	An affidavit that the bidder has paid all the dues of the workers as per law and all charges / contributions to statutory authorities			
13	An affidavit that the bidder has complied with all the labour laws.			

I/we have understood all the terms and conditions of the tender notification and the RFP and have enclosed the documents in support of the bid accordingly.

Yours faithfully,

Signature of the Bidder
(with seal)

ANNEXURE – 2

FINANCIAL BID

From

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To

The Director
Regional Institute of English, South India
Jnanabharathi Campus
Bangalore – 560 056

Sir,

Sub : Submission of financial bid for printing of correspondence study materials for proposal to the tender notification.

Ref : Tender notification No. CW-5/RIE/PRINT/PRINTING OF
CORRESPONDENCE STUDY MATERIALS/TENDER/2010-11/,
dt. _____

In response to the above tender notification, having studied and understood all terms and conditions of the said tender notification and the RFP thereof, in regard to printing of correspondence study materials and stationery for the year 2010-11. I/We submit the financial bid for per person per month as follows:

Sl. No.	Printing and Supply	Specifications	Required quantity per year	No. of pages	Price quoted per book/material in Rupees
1	Listening & Speaking book	Paper text quantity 70 GSM Cover 220 GSM Art Board with lamination (multi colour)	1000	208 + 4 pages	
2	Writing book		1000	172 + 4 pages	
3	Reading book		1000	188 + 4 pages	
4	Methods & Materials book		1000	198 + 4 pages	
5	Language Work book		1000	234 + 4 pages	
6	Teacher Development book		1000	164 + 4 pages	

Date :

Place :

Signature of the Bidder
(with seal)